

DONEGAL SCHOOL DISTRICT
SCHOOL EQUIPMENT LOANS

Employee Making Request: _____

Equipment Requested: (include description and serial numbers of each item)

Date To Be Signed Out: _____

Date To Be Returned: _____

Explanation of proposed use: _____

In making this request, I understand that I am assuming responsibility for the proper care and use of the equipment, and will return it in the same condition as when it was borrowed. I further agree to accept responsibility for the costs of any repairs which may be required as a result of damage, abuse or misuse during the time it is in my possession.

Employee's Signature: _____

Date of Request: _____

Loan is approved as outlined above: .

Principal: _____ Date: _____

Additional comments: _____

To be completed when equipment is returned:

Date Returned: _____

Checked By: _____

Comments/Concerns: _____

